



Administrative Regulations

South San Antonio Independent School District

D – Personnel	DEC
Page 1 of 4	
Leaves and Absences - 2023	

DEC - LEAVES AND ABSENCES

Employees earn state and local leave for the current year, and it is available for use at the beginning of the school year (when date of employment days begin). All employees earn five (5) days of local sick leave and five (5) days of state personal leave.

Each person employed in a position requiring 226 or more days of service may receive non-duty days per school year. The specific number of non-duty days shall be determined each school year depending on the approved district school calendar. If the employee separates from employment before the last duty day of the school year, the employee’s final paycheck shall be reduced for leave used beyond prorated entitlement or leave used but not earned as of the date of separation. Employees must receive approval to use non-duty days from their immediate supervisor.

USE OF LEAVE AND TYPES OF LEAVE

RECOMMENDED USE ORDER

Unless an employee requests a different order, available paid state and local leave shall be used in the following order, as applicable:

1. Local Leave
2. Non-Duty (Vacation) – Need to determine what those extra days are for 226-day employees
3. State Sick Leave accumulated before 1995-1996 school year
4. State Personal Leave

RECOMMENDED GUIDELINES FOR STATE LEAVE AND NON-DUTY LEAVE

Note: State Personal and Non-Duty Leave is discretionary and may be used however an employee chooses and the employee is not required to state the reason; however, if it is more than three (3) days or on the day before or after a school holiday, end of semester examinations, state assessments or professional/staff development days, the employee must submit a written request to the supervisor at least two (2) days in advance for approval prior to the absence.

BEREAVEMENT (FUNERAL) LEAVE



Administrative Regulations

South San Antonio Independent School District

Use of state personal leave or local sick leave for death in the immediate family shall not exceed five (5) workdays per occurrence, subject to the approval of the District. An employee may, with prior approval of the principal or immediate supervisor, use one day of state personal leave per occurrence for other funerals.

JURY DUTY / COURT APPEARANCES

Employees who are required to serve jury duty will receive leave with and will not lose accumulated leave. Employees must present documentation of the service and if released prior to 10:00AM, must return to work in the afternoon or apply appropriate leave if necessary.

Employees will be granted paid leave to comply with a valid subpoena to appear in a civil, criminal, legislative or administrative proceeding that is District related and not related to personal business. The immediate supervisor and HR must be notified and the appropriate procedures for reporting absences must be followed.

Absences related to an employee's personal business must be taken as personal leave or leave without pay if no personal leave is available.

TEMPORARY MILITARY LEAVE

Any employee who is a member of the Texas National Guard, Texas State Guard or reserves component of the armed forces will be granted a paid military leave not to exceed fifteen (15) days per year.

MILITARY LEAVE OF ABSENCES

Employees who chose to enter active duty may return to employment if they are honorably discharged or released within five (5) years and will be re-employed in the same position previously held or be reassigned to a position of similar seniority, status, and pay, provided they are still qualified to perform the duties of the position. (See the Employee Handbook for information regarding re-employment after state for federal military leave)

PEACE OFFICERS

A District peace officer who experiences a traumatic event in the scope of employment shall be granted a maximum of five days, or more at the discretion of the Superintendent, of mental health leave per traumatic event. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee's pay or leave balance.



Administrative Regulations

South San Antonio Independent School District

The Superintendent shall develop regulations regarding mental health leave that address the following:

1. Circumstances or reasons under which a peace officer may use mental health leave.
2. Procedures for requesting mental health leave and maintaining the anonymity of the requester.
3. The administrator authorized to approve requests for mental health leave; and
4. Other procedures deemed necessary for administering this provision.

FAMILY MEDICAL LEAVE OF ABSENCE

Employees who have been employed by the District for at least twelve (12) months, and have worked at least 1,250 hours in the twelve (12) months are eligible for family and medical leave of absence.

CATEGORIES AND REQUIREMENTS OF LEAVES OF ABSENCES

The District provides several types of leaves that employees may request if they meet the qualifications.

1. Employees may request a leave of absence for the following reasons:
 - a. Ill health or disability (including pregnancy/adoption)
 - b. Military service (long term)
 - c. Family and Medical Leave Act (FMLA)
 - d. Temporary Disability Leave
2. Length of leave:
 - a. For reasons of ill health/disability/pregnancy/adoption. A leave may be granted for up to 180 calendar days.
 - b. Leave may be on an intermittent basis, except in the case of maternity leave.

REQUESTING LEAVES OF ABSENCE

1. An employee requesting a leave of absence shall complete the standard request forms and shall provide appropriate supporting documentation to the request form.
2. Failure to comply with the rules and regulations set forth on the leave of absence form will automatically cancel the leave of absence.
3. Employees requesting a leave that complies with the provisions of the Family and Medical Leave Act (FMLA) will be afforded the benefits provided by this act. Employees may call the Human Resources Benefits Coordinator for the provisions concerning the FMLA.



Administrative Regulations

South San Antonio Independent School District

4. Employees not eligible for FMLA, or after FMLA is completed, are offered continuation of employee benefits at the employee's own expense (throughout the duration of the leave of absence).

RETURN FROM LEAVE OF ABSENCE

1. Employees on leave of absence who plan to return for a portion of the school year shall notify Benefits in writing at least three (3) days prior to the desired date of return. A return-to-work authorization from the treating physician shall be submitted to Benefits prior to the employee's return.
2. All personnel (certified and non-certified) shall submit supporting documents. The required supporting documents for each type of leave are:
 - a. Military – copy of military service orders with an attached statement which includes anticipated date of return.
 - b. Medical Leave – return to work authorization from treating physician.

SPECIAL CIRCUMSTANCES

An employee may not come to work or volunteer to come to work if they do not have authorization from a medical doctor releasing them to work full duty. However, an individual that is on leave to care for an immediate family member may have a break in leave to perform work on an intermittent basis. Any individual that wishes to do this should contact the Human Resources Benefits Coordinator prior to doing so.

SICK LEAVE POOL/BANK

An employee who has exhausted all paid leave as well as any applicable compensatory time and who suffers from a catastrophic illness or injury may request the establishment of a sick leave pool, to which District employees may donate local leave for use by the eligible employee.

The Sick Pool/Bank Guidelines, application, health care provider certification, and donation form are included in the next sections.

An employee may appeal a decision regarding the establishment or implementation of the District's sick leave pool in accordance with DGBA(LOCAL), beginning with the Superintendent or appropriate administrator.